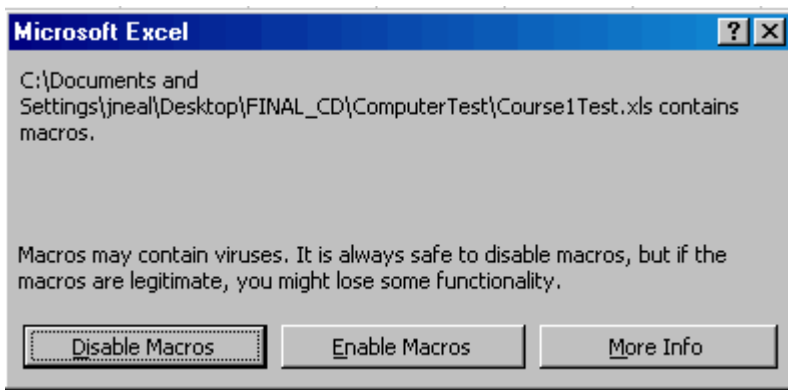# Directions – How to Install and Use the Excel Test

In order to use the Excel computer test, you must have Microsoft Excel or the Excel viewer installed on each computer you will use.

There are two parts to these directions. Part I explains how to open and save this test to the desktop. Part II explains how to use the test.

Part I: Installing the Test

IMPORTANT: Macros were used to create this Excel test. Macros are bits of code that tells Excel how to calculate the scores. You MUST enable Macros on each computer before starting the test. It is very easy.

Until you do so (enable Macros) the test will be locked out and you will not be able to take any tests. There are 2 ways to enable macros and both are very simple. The first is the easiest. When you initially open the test Microsoft should prompt you with a screen that looks similar to the following picture:

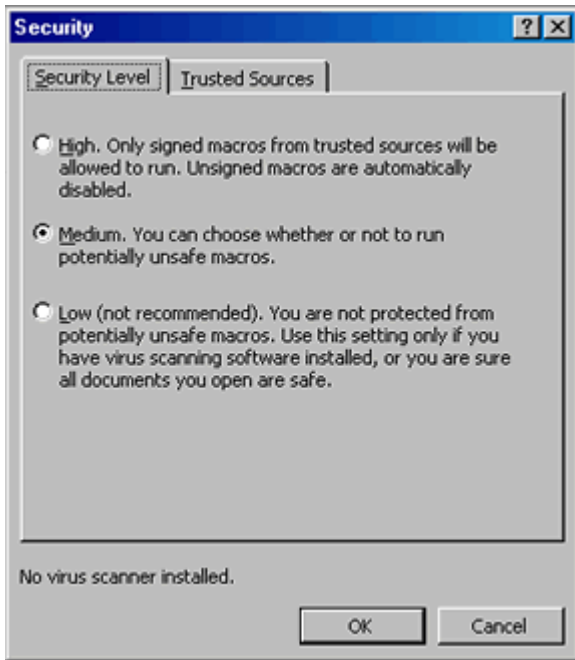**Click 'Enable Macros' and you are done.**

However, if you do not get this box you will have to perform a few more steps.

On the top menu (of Excel) click on TOOLS > MACRO > SECURITY
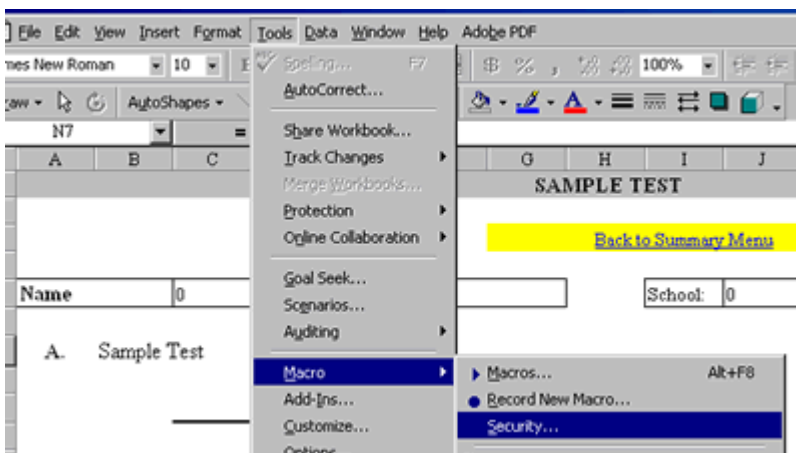
Directions – How to Install and Use the Excel Test

The Security window will open

Click the circle to the left of Medium as show above. NEVER choose LOW.

Done! Macros are enabled but your computer is still safe. Once enabled, the test will unlock and you will be able to answer the questions.
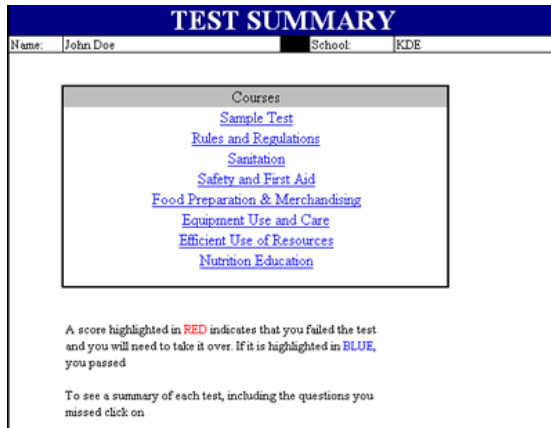
From the Main Menu of the CD, click on the button that says "TEST". A drop down menu will appear giving you 4 choices. To open the Excel test choose "Computer Test".

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Microsoft Excel will open and the test will load.

You must save the test on the computer before using. After the test loads you should see the TEST SUMMARY Page.

If you do not see the above page look at the bottom of the Excel document. You will see several tabs like illustrated below. Each tab represents a section of the test. To the far left you should see "Test Summary". Click it and you will be taken to that sheet.
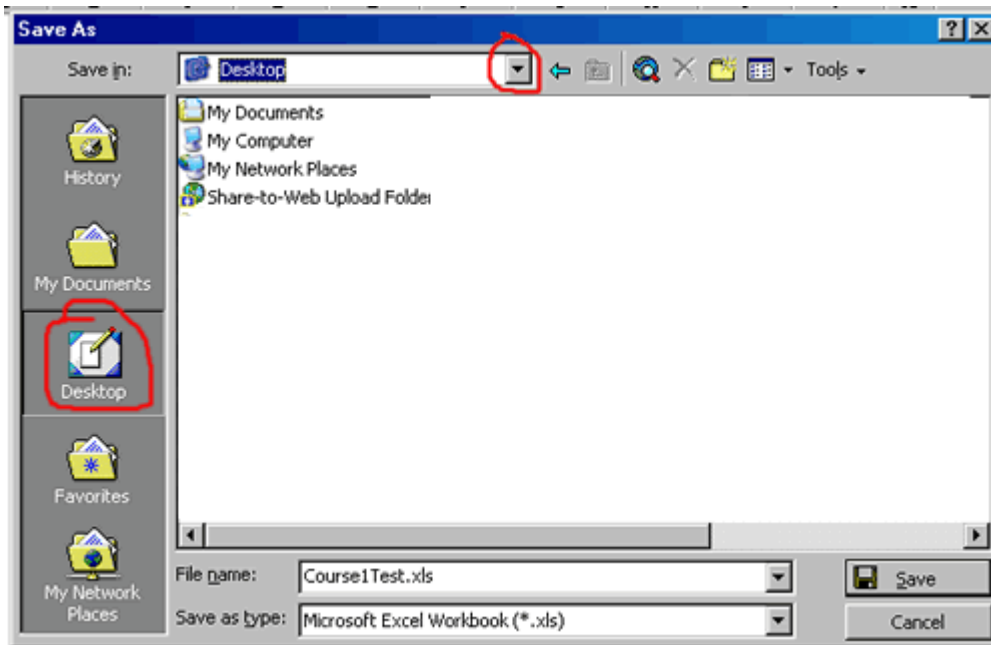

On the Top of the Excel Document there is a menu. Click FILE > SAVE AS
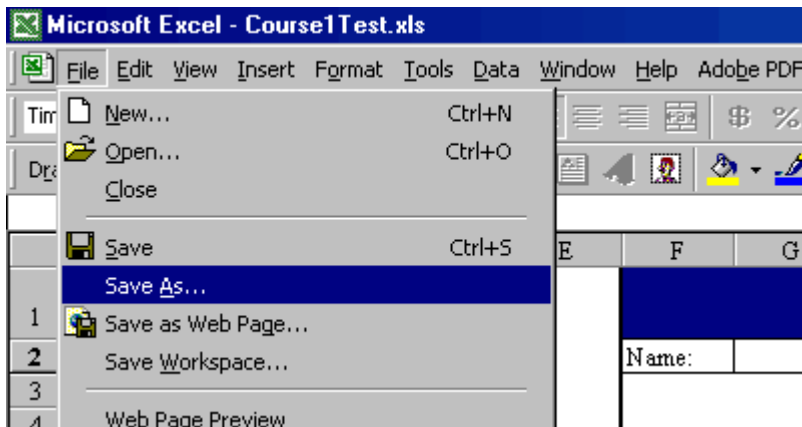
The SAVE AS Dialog box will open. Either click on the drop down arrow on top and choose desktop, or click Desktop on the left menu. Click SAVE (bottom right of graphic)
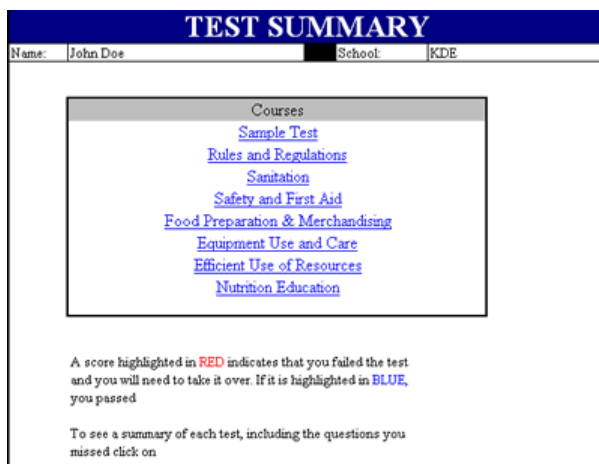
Part II: Using the Test

Look for the test on the desktop. It is called Course1Test.xls. Double click on this file to load the test.

After the test loads you should see the TEST SUMMARY Page.

Directions – How to Install and Use the Excel Test

If you do not see the above page look at the bottom of the Excel document. You will see several tabs like illustrated below. Each tab represents a section of the test. To the far left you should see "Test Summary". Click it and you will be taken to that sheet.

On the top of the summary page there is a place for your Name and School. Go ahead and enter this information. I typed in John Doe and KDE in the graphic as an example.

You will not be allowed to enter any more information on this sheet. Everything else is automatically entered for you. There are 7 courses and each is listed in the table. Each is in blue, which indicates it is a link. When you click on any one of these courses (links) you will be taken to that test.

There is a link called 'Sample Test'; click on it. The sample test will open and look like:

As you will notice, your name and school information was automatically entered in. There are three questions in this sample test. To answer a question, click on the blank provided. You will see a little box with an arrow appear to the right of the box. Click on that small arrow to view the choices.
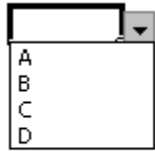
Since there are only 2 possible answers for this question you are given only 2 options, A or B. The 'A' represents an answer of TRUE, while the 'B' represents an answer of FALSE. Click on your answer. In this case the answer is 'A' since this is a sample test.

The second question is a multiple-choice question and you have four choices. When you click on the blank and then the down arrow you will be presented with four choices.
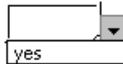
Directions – How to Install and Use the Excel Test

Who is the Director of Nutrition and Health Services?

A.	Barbara Kincaid
B.	Paul McElwain
C.	Gene Wilhoit
D.	None of the above

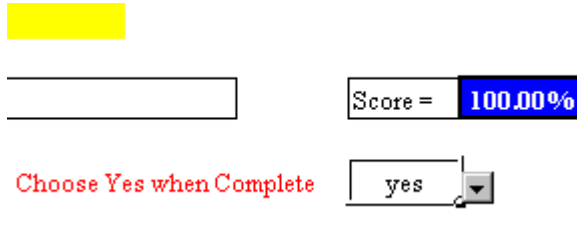I let you handle this question on your own.

When you are done checking over your answers look at the top right of the test and you will see in red "Choose Yes when Complete" Click on the answer line and choose 'yes'.

Choose Yes when Complete — yes

Once you choose Yes, the test will lock and you will not be able to change your answers. You will also notice that your score will be entered in the top right hand corner. Remember you must get an 80% or above to pass the test.

Since I answered all the questions correctly, I received a 100%

Score = 100.00%

Choose Yes when Complete — yes

Once complete, you can return to the Summary Test page by clicking on the "Back to Summary Menu" Link found on top of the page – it is highlighted in yellow.

Back to Summary Menu